

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 June 1957

FROM : OTR Orientation Officer

SUBJECT: Weekly Activities Report #23  
29 May to 4 June 1957

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PERSONNEL

1. [ ] leaves the Agency on 7 June to return to her home in New Jersey. She will certainly be missed in Orientation and Briefing. She has been an outstanding secretary. She also has a great gift for dealing with people, which is so important in connection with this function.

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2. Her replacement, a well-qualified young woman, is Miss [ ] from Kansas. She is already "on board" and is receiving some intensive on-the-job training.

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REGULAR PROGRAM

CIA Introduction: on 3 June this program was conducted for [ ] people.

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SPECIAL BRIEFINGSPECIAL LECTURE

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On 4 June a two-hour lecture and discussion period on "Current Trends in the Agency" was conducted for the [ ] participants in the Clerical/Commo Recruiters Conference sponsored by the Personnel Office.

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